

BRIAN SANDOVAL
Governor

STATE OF NEVADA

SOUTHERN NEVADA OFFICE
9890 S. Maryland Parkway, Suite 221
Las Vegas, Nevada 89183
(702) 486-6458
Fax: (702) 486-6450
www.doe.nv.gov/Educator_Licensure

STEVE CANAVERO, Ph.D.
Superintendent of Public Instruction



DEPARTMENT OF EDUCATION
700 E. Fifth Street
Carson City, Nevada 89701-5096
(775) 687 - 9200 • Fax: (775) 687 - 9101
<http://www.doe.nv.gov>

May 17, 2016

GUIDANCE MEMORANDUM #16-03

TO: All School Districts and Charter Schools

FROM: Steve Canavero, Ph.D.
Superintendent of Public Instruction

SUBJECT: Ending Status Codes in Historical Master Register

This guidance memorandum is issued pursuant to the authority provided in NRS 385.175(5), directing the Superintendent of Public Instruction to enforce the observance of Title 34 of Nevada's statutes and all other statutes and regulations governing public education.

This memorandum is to issuance guidance and provides clarity regarding NAC 387.171 and 387.175 which defines the school or district's responsibility to develop and maintain a Master Register of Enrollment and Attendance. Per NAC 387.171(6), each school or school district must maintain a Master Register of Enrollment and Attendance which includes "The date of withdrawal, if applicable, and the reason for withdrawal as described in NAC 387.215." NAC 387.175 requires all schools or school districts to maintain a Master Register of Enrollment and Attendance and to make the Master Register available for inspection for five years after the last day of a school year.

An update of the withdrawal status of a pupil must be made to the historical electronic Master Register of Enrollment and Attendance upon the receipt of updated information regarding the students ending status. This update to the historical Master Register is not a violation of NAC 387.175 which requires a district official to sign a statement of accuracy at the end of each school year. This statement of accuracy is for a point in time (i.e., the last day of the school year). However, the current district official is responsible for ensuring the accuracy of the Master Register up to five years after the end of the school year. Therefore, updates must be made to historical Master Register data when there is new information regarding a prior student's ending status.

Some withdrawal codes are considered permanent and would not be changed. Examples include students that have been permanently expelled or are deceased.

Please contact Glenn Meyer or Michael Schafer with any questions: gmeyer@doe.nv.gov, mshafer@doe.nv.gov

A handwritten signature in blue ink, appearing to read "Steve Canavero".